

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
D	(g) Remittance Statement	EXT 412-1	Once per week or as per diplomatic bag schedule		SBFM	FM 23.12.5	Original and cheques/cash to SBF. Copy and official receipts on Mission accounts.
D	(h) Telegraphic Input Financial Data	Telegram	As pages of EXT 412-1 completed or once a week		SFFO	CDCS Instr. 30, 15 FEB 88; Tel MIT-4419, 19 MAY 88	All missions except FMOs (Bonn, London, Paris, Tokyo, Washington) (Minimum report once a week) and missions where Mission FINEX is being used. Telegraphic address for report: FMSOTT. Small missions are not required to submit TID as this will be done by HUB mission.
B	(i) Verification of Cash Account or Petty Cash Advance	EXT 699	SEP 1 DEC 1 MAR 1 JUN 1	SEP 10 DEC 10 MAR 10 JUN 10	SBFM	FM 23.5.9	Quarterly and whenever holder changes. Small missions do not need to make report in December or June.
	<b>Mission Management Plan</b>	Forms provided	MAY 1	JUN 10	AMA	CD	Original to AMA.
B	(a) Locally-Engaged Staff – Salary Forecast	EXT 864	"	"	"	"	"
B	(b) Price Increase Information	EXT 1527	"	"	"	"	"
<b>PERSONNEL</b>							
B	<b>Appraisal Reports</b>						
	(a) AS	EXT 607	MAY 15	JUL 31	Pers Div	Annual CD	To stream management division.
	(b) CM	EXT 147	MAY 15	JUL 31	Pers Div	Annual CD	To stream management division.
	(c) CO	EXT 743	JUN 15	AUG 31	Pers Div	Annual CD	To personnel management division.
	(d) CR	EXT 270	NOV 15	JAN 31	Pers Div	Annual CD	To stream management division.
	(e) EL	EXT 126	FEB 15	APR 30	Pers Div	Annual CD	To stream management division.
	(f) EX-1, EX-2 EX-3, EX-4, EX-5	EXT 742 EXT 1443	JUN 15	AUG 31	Pers Div	Annual CD	To stream management division.

Types of reports:

A = As required reports

C = Reports which small missions are NOT expected to complete

B = Reports which ALL missions must provide on a regular basis

D = Reports to be completed by the Hub